



**CITY OF SAN ANTONIO**  
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205  
(210) 207-8108 Job Line (210) 207-7280  
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## **MANAGEMENT ANALYST**

The City of San Antonio's Downtown Operations Department is recruiting for a Management Analyst. This position is responsible for performing complex assignments related to contracts and leases. Will assist in the collection and organization of data related to contract performance. Will assist in preparation of annual budget and tracking expenditures and revenues. Will be responsible for creation of reports. Will assist in development and coordination of data processing functions. This position may exercise supervision over assigned professional, technical and clerical staff.

**Essential job functions include but not limited to the following:** provides direct support with contract billing and payment issues; provides technical assistance to staff members regarding hardware and software; collects, organizes and maintains contractor performance information; monitors division performance measures and prepares status reports; provides analysis and investigative support to staff members on special projects; creates written reports and correspondence; supports preparation of City Council ordinances; conducts on-site inspections, evaluates contractor performance and identifies improvements; supports preparation of annual budget; performance related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of computer software programs and applications; Knowledge of basic budget and accounting principles; Ability to read, understand and summarize complex contracts and documents; Ability to analyze information, identify problems, and recommend solutions; Ability to communicate clearly in writing and verbally; Ability to provide technical computer assistance to others; Ability to create and maintain organized records and files; Ability to work efficiently and accurately; The successful candidate should possess a Bachelors Degree from an accredited college or university with preferable coursework in Business, Public Administration, Engineering or a related field; Three years of experience in conducting management studies and coordinating data processing activities, preferably in municipal government; Prefer at least five years of increasingly responsible experience related to contract initiation, contract monitoring, or management and coordination of data processing, Prefer direct experience with SAP; A valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing and references, background checks and credential verification.

**Salary is negotiable, depending on experience and qualifications.** Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, salary history, and a resume (detailing work and education history, including dates of work assignments) and three to five work references with contact information to: City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. Date posted: 09/28/07 – 10/12/07.

For additional information contact Rita Aguilar at (210) 207-7290.